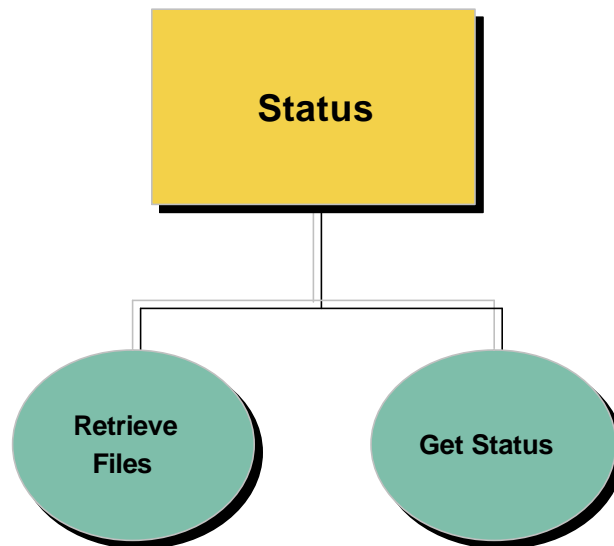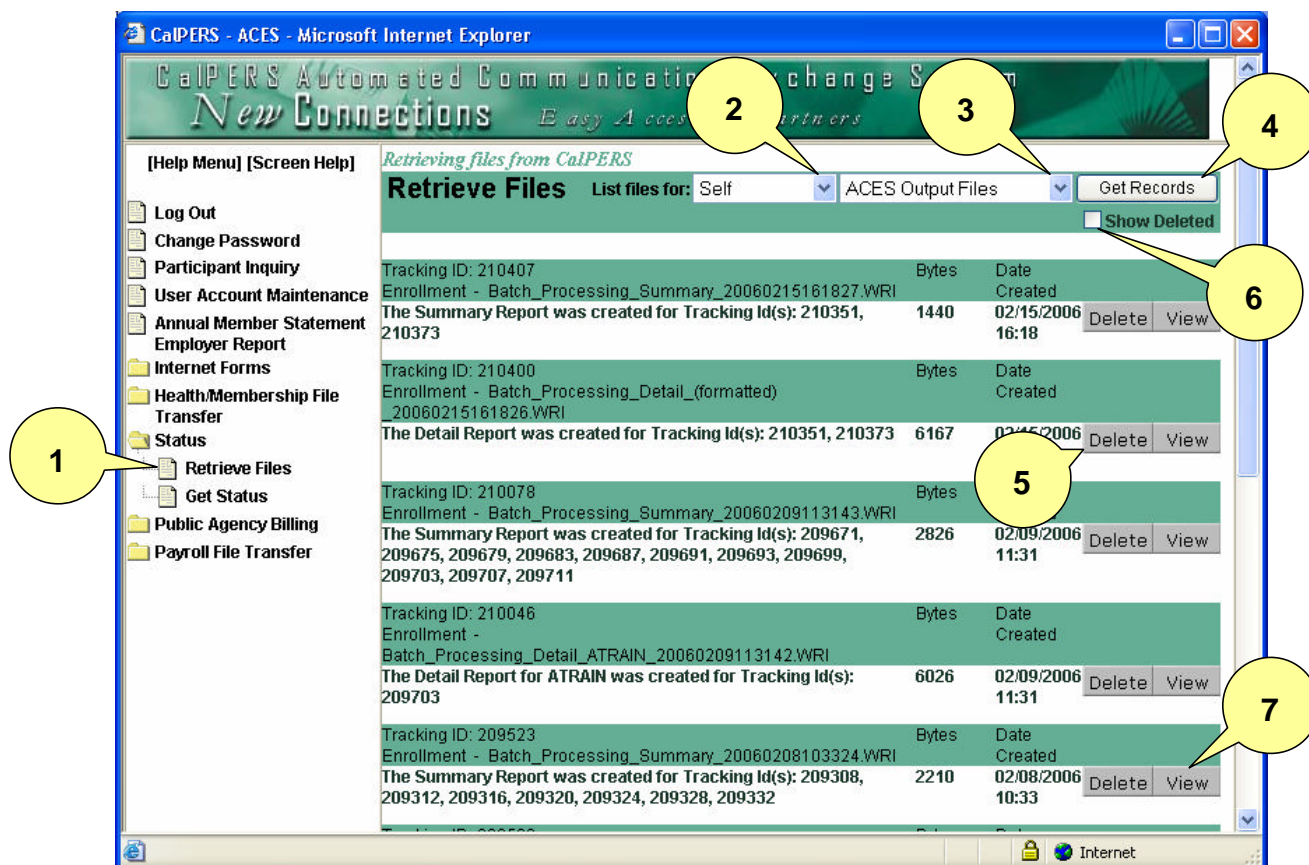## STATUS

The Status function allows you to request and receive information about transactions that you or your co-workers have submitted to ACES through File Transfer, Internet Forms, or User Account Maintenance. Status provides information about ACES-generated error files and reports (**Retrieve Files**) and about employer-generated data files and report requests (**Get Status**).

1. **Retrieve Files** gives you the ability to do the following:
   - View and/or save ACES output reports and organization-submitted reports that you or someone within your organization initiated (sent to CalPERS for processing)
   - Delete (hide) such reports

2. **Get Status** allows you to track files you or your peers have transmitted to CalPERS. ACES records a complete "event" history for all files it receives from employers. The Get Status function provides information specific to events, such as the date, file type, status, file size in bytes, username and tracking ID. File histories can be viewed in two ways:
   - Files initiated by the user
   - Files initiated by their peers

Status

Retrieve Files

Get Status

Retrieve Files

1. Select **Retrieve Files** from the **Status** folder on the Navigation Tree.

2. At the drop-down menu **List Files For**, choose **Self** (the current user), **Organization** (the employer or agency), or another specific username. You are limited to the type of files available for viewing depending on the user or group you select:
   - **Self**: You can view ACES output files and files submitted by your organization
   - **Organization**: You can view only ACES Output Files
   - **Peer**: You can view only ACES Output Files

3. From the second drop-down menu, select the type of file you want to view. You can choose either ACES Output files or Agency-Submitted Files.
   - **ACES output files**: These are Health and Membership transaction reports that ACES provides to employers, such as error reports, summary reports, successful transaction reports, periodic extracts and username/password files (for Account Administrators).
   - **Agency-submitted files**: Summaries of transactions submitted to ACES

4. Click **Get Records**. ACES displays a list of files matching the criteria selected.

5. To delete a specific file, click **Delete** next to that file. A delete confirmation message is provided. Select **OK** to delete the file from view or **Cancel** to cancel the delete request.

6. Optional: Choose **Show Deleted** at any time to display and list previously deleted files. ***Note: Reports are only deleted from view; they are still available for retrieval by checking the Show Deleted box until they are purged from the system by CalPERS every 90 days***.

7. To view a specific file, click **View** next to that file.

> **Please Note**: It is important to view the user Detail Report in order to review important information messages regarding your transactions. See **Error Correction Process** section for more information.

Get Status

The **Get Status** function provides information specific to events, such as date, file type, status, file size in bytes, username, and tracking ID. File histories can be viewed in two ways:

- Files initiated by the user
- Files initiated by their organization
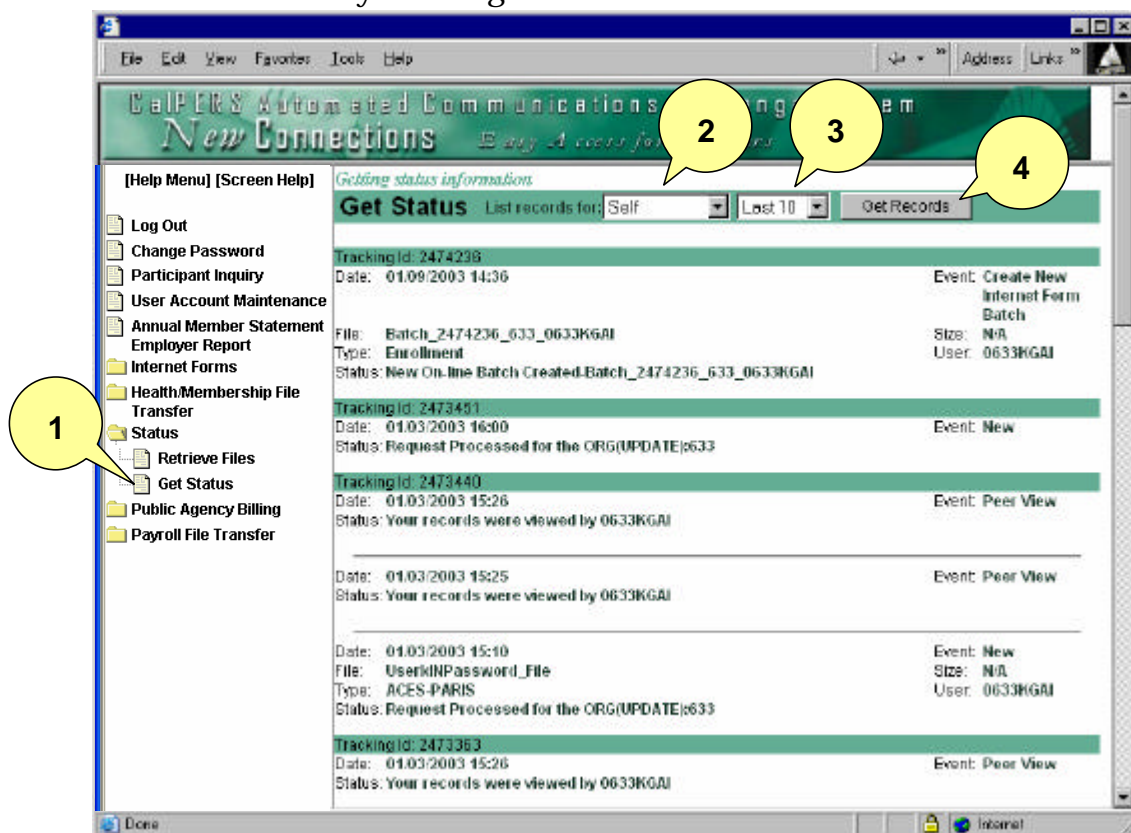
1. From the **Status** folder on the Navigation Tree, select **Get Status**.

2. From the drop-down menu to the right of **List Records For**, choose **Self** (the current user), **Organization** (the employer or agency), or **Peer** (user-designated co-workers within the organization). You are limited to the type of files available for viewing depending on the user or group you select:

   - **Self**: View all File Transfer, Internet Forms, and User Account Maintenance transmissions, statuses, and report requests submitted to CalPERS that you initiated

   - **Organization**: View all File Transfer, Internet Forms and User Account Maintenance transmissions, status, and report requests submitted to CalPERS that users within your organization have initiated

- **Peer**: View all File Transfer, Internet Forms, and User Account Maintenance transmissions, statuses, and report requests submitted to CalPERS that were initiated by the specific peer selected

3. Select view type:
   - **Last 10 transmissions**
   - **All transmissions**
   - **Specific transmission by tracking ID**

4. Click **Get Records**. The files and current statuses for the selected user are displayed. The following information is provided:
   - Unique identifier (tracking ID)
   - Date and time message was received
   - Event
   - Status

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ACES User Guide